

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, November 16, 2017

Zia Board Room – Library

1:30 pm

AGENDA

- | | |
|--|---------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of October 19, 2017 | Pat Chappelle |
| D. President's Report | Kelvin Sharp |
| E. New Business | |
| 1. Consideration of New Horizons Foundation Board Member | Dale Gannaway |
| 2. Monthly Expenditure Reports | Dan Hardin |
| 3. Monthly Revenue Report | Dan Hardin |
| 4. Oil and Gas Revenue Report | Dan Hardin |
| 5. Schedule of Investments | Dan Hardin |
| 6. NMJC Board Appointment for District 6 | Pat Chappelle |
| F. Public Comments | Pat Chappelle |
| G. Announcement of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | Pat Chappelle |
| I. Adjournment | Pat Chappelle |
| J. Entertainment & Music Technology (ENMT) Building Tour | Kelvin Sharp |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
OCTOBER 19, 2017
MINUTES**

The New Mexico Junior College Board met on Thursday, October 19, 2017, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mrs. Mary Lou Vinson; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Ms. Dorothy Fowler, Hobbs News-Sun, Mr. Doug McDaniel, City of Hobbs, Parks & Recreation Director and Ms. Catherine Vorrasi, City of Hobbs, CORE Facility Director.

Upon a motion by Mr. Gomez, seconded by Mrs. Vinson, the agenda was unanimously adopted.

Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the Board unanimously approved the minutes of September 21, 2017.

Under President's Report, Coach Drew Sanders and Assistant Coach Alex Furr introduced members of the Women's T-Bird Basketball Team. Coach Sanders reported the team has played in four scrimmage games winning every half of every game. Upcoming scrimmages on the NMJC campus are scheduled for October 24 against Lubbock Christian University and October 28 against West Texas A & M University. The season will open with the Thunderbird Classic on November 2 – 4 with the Lady T-Birds playing Ranger College, San Jacinto College and Central Arizona College. In addition, the team is on schedule to travel to Oklahoma, Utah, and Louisiana this year. Coach Sanders also reported the team has been voted number one in the WJCAC Women's Preseason Basketball Poll.

Mr. Doug McDaniel and Ms. Catherine Vorrasi provided updates of the progress to the Center of the Recreational Excellence (CORE) construction. Mr. McDaniel reported the project is running on time and under budget. Ms. Vorrasi reported updates as follows. Currently the leisure pool is being painted and appliances are being installed in the warming kitchen. Concrete for the deck in the aquatic facility around the competition pool will be poured on November 15. Two three-meter boards and two one-meter board will be installed allowing hosting of national level synchronized diving events. Locker rooms will be tiled on December 1 and all finishes in the rotunda will be completed by January 1. Building of a 47-foot playground structure will begin on January 2, heating and air conditioning of the entire facility is scheduled to be completed on February 28, and the pools will be filled with water on April 1. In addition, Ms. Vorrasi reported she has been in discussions with Mrs. Kim Latimer, Program Planner for Continuing Education and Community Programs, in regards to the accommodation of the Continuing Ed/Del Norte classes at the CORE facility.

Ms. Natalia De Jesus, Admission Specialist in Recruiting, provided updates of the recent Discover Day event held on the NMJC campus on October 4. Ms. De Jesus reported a 15.7% increase in attendance compared to 2016. A total of 756 area-wide high school juniors and seniors attended from Hobbs High, Hobbs Alternative Schools, Lovington High, Jal High, Tatum High, New Hope High, Eunice High and 77 out-of-district students. In addition, Ms. De Jesus shared significant discussion of the continuous efforts made by the NMJC Recruiting Office throughout the year in an attempt to bring students to NMJC. She reported that through memberships with the New Mexico Education Council (NMEC) and with Texas Association of Collegiate Registrar and Admissions Officers (TACRAO), NMJC has the ability to attend a number of college fairs throughout the State of New Mexico as far north as Raton as well as the recent expansion into El Paso, Texas.

Dr. Sharp, Ms. Chappelle, and Mr. Gomez provided significant discussion of the sessions attended at the recent ACCT Conference in Las Vegas, Nevada.

Under New Business, Mr. Dan Hardin presented the September 2017 financial reports. Upon a motion by Mrs. Vinson, seconded by Mr. Baeza, the Board

unanimously approved the Expenditure Report for September 2017. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Dan Hardin presented the Quarterly Financial Action Report for September 30, 2017. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Quarterly Financial Action Report.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, November 16, 2017 beginning at 1:30 pm. In addition, the annual board training was scheduled for Friday, January 26, 2018.

Mrs. Vinson moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of New Mexico Statutes Annotated 1978. Mr. Glenn seconded the motion. The roll call vote was as follows: Mr. Baeza – yes; Mr. Black – yes; Mrs. Vinson – yes; Mr. Glenn – yes; Mr. Gomez – yes; and Ms. Chappelle – yes.

Upon re-convening in open meeting, Ms. Chappelle stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the board meeting adjourned at 3:43 pm.

Pat Chappelle, Chair

Ron Black, Secretary

**LEA COUNTY COMMISSIONER DON JONES
NEW HORIZONS FOUNDATION
BOARD MEMBERSHIP
NOMINATION**



November 16, 2017

Memo to: NMJC Board Members

From: Dale Gannaway

Concerning: NHF Board Appointment for Lea County Commissioner Don Jones

Due to the recent resignation of Mike Gallagher as an NHF Board Member (see attached letter of resignation), the Lea County Commission has nominated Commissioner Don Jones as the replacement for Mr. Gallagher on the NHF Board of Directors. The NHF Board of Directors are very supportive of this nomination and would strongly recommend the appointment of Commissioner Jones to the New Horizons Foundation Board of Directors.

Thank you.

Dale Gannaway

Board of County Commissioners
County Manager

100 North Main Avenue, Suite 4
Lovington, New Mexico 88260



Phone (575) 396-8602
Fax (575) 396-2093
leacounty@leacounty.net
www.leacounty.net

Wednesday, September 20, 2017

New Horizons Foundation
Board of Directors
1 Thunderbird Circle
Hobbs, New Mexico 88240

Re: County Appointed Board Member Position

Dear Board of Directors:

After much consideration, I have decided to step down from the New Horizons Foundation (NHF) Board of Directors. I have been on the Board since 2012 and I am very proud of the accomplishments we have together achieved.

With that said, I believe it is appropriate to allow a county commissioner the opportunity to serve on NHF Board, and it would only be appropriate that a commissioner take my spot on the Board. Though, I hope to attend New Horizons Foundation Board meetings when I can.

I believe the County Commission will make an appointment to replace me at their October 5, 2017 board meeting.

Best Regards,

A handwritten signature in black ink that reads "Mike Gallagher".

Mike Gallagher
County Manager
Lea County, New Mexico

cc: Lea County Board of County Commissioners

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: November 10, 2017

RE: Expenditure and Revenue Reports for October

The October expense report represents month four or 33 percent of the 2017/2018 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through October 2017 is \$14,162,577.00.

Instruction and General had total expenditures of \$6,669,657.00 through October of 2017, which is 30% of budget. In the other unrestricted funds Internal Services is well above the budget, there will be credits posting each month and this should be within budget by the end of the fiscal year. Auxiliary Enterprises and Athletics also are above the 33% budget for the year. All of these areas have expenses that are tied to the beginning of the semester. Total current unrestricted funds expended year-to-date is \$9,169,092.00, which is 34% of the budget for unrestricted funds.

Expenditures year-to-date for grants under the restricted funds is \$348,982.00, which is 18% of the budget for grants. Restricted student aid has expenditures of \$2,224,074.00 which is 56% of the budget for student aid. Financial Aid has leveled off from its downward trend and is more consistent with the previous year. In FY 13 and FY 14 there was a decrease in Student Aid which was matching the downward trend in Student Credit Hours.

Expenditures for plant funds include expenses for Institutional projects BR&R and ER&R. The several major projects that make up most of the expense for FY 18, Technology Upgrades, Campus Security, and the Entertainment Technology remodel. There are also several other smaller projects that are ongoing and several projects not yet started.

Total expenditures for the month of October 2017 was \$2,806,290.00, the year-to-date total of expended and/or encumbered funds is \$14,162,577.00.

The total current unrestricted revenue is consistent with the revenue total at this time last year. Tuition and Fee revenue is tracking higher than at this time last year along

with Oil and Gas revenue. Property tax revenue will be funded in December or January. The other revenue streams seem to be on track or higher for the first four months of the fiscal year. Total year-to-date current unrestricted revenue is \$8,182,955.00 as compared to \$8,160,822.00 in FY 17.

In restricted funds revenue is up slightly as compared to last year. This is may be timing of draws as the College is closing out the TAACCCT and Upward Bound grants by the end of December.

Plant fund revenue for the month is \$7,486.00 in interest revenue from the LGIP funds, and a draw on STB funds of \$1,795.00 for a total revenue of \$9,281.00.

Total year-to-date revenue is \$10,553,429.00

The Oil and Gas report shows the first month of revenue for this fiscal year was \$817,449.00 as compared to the \$669,124.00 for the month of July in 2016. The months of August thru October have the monthly accrual of \$465,000.00 each month. Total Oil and Gas revenue through October including three months of accrual is \$2,212,449.00.

In reviewing the investment report, the LGIP fund remains at \$8,593,127.00 for the end of October. Currently, there is \$11,909,522.46 in designated capital projects.

This is the Financial Report for October 2017.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

October 2017

33% of Year Completed

Fund	2016-17			2017-18			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	10,189,730	2,891,062	28%	10,058,717	796,130	2,658,016	26%
Academic Support	2,520,941	954,437	38%	2,501,303	157,265	877,223	35%
Student Services	1,996,717	679,661	34%	1,990,627	160,903	626,356	31%
Institutional Support	3,847,809	1,696,177	44%	3,888,147	290,342	1,306,100	34%
Operation & Maintenance of Plant	3,653,853	1,201,370	33%	3,652,603	261,484	1,201,962	33%
Subtotal - Instruction & General	22,209,050	7,422,707	33%	22,091,397	1,666,124	6,669,657	30%
Research	0		0%	850,000	132,736	358,032	42%
Public Service	0		0%	50,000	3,017	12,182	24%
Internal Service Departments	85,520	129,051	151%	87,288	191,309	195,385	224%
Student Aid	668,551	371,871	56%	668,551	9,066	213,325	32%
Auxiliary Enterprises	2,038,349	1,158,600	57%	2,066,294	186,459	1,106,007	54%
Athletics	1,191,478	584,877	49%	1,270,979	108,541	614,504	48%
Total Current Unrestricted Fund	26,192,948	9,667,106	37%	27,084,509	2,297,252	9,169,092	34%
CURRENT RESTRICTED FUND							
Grants	1,977,141	458,013	23%	1,977,141	107,108	348,982	18%
Student Aid	3,989,359	2,102,795	53%	3,989,359	86,205	2,224,074	56%
Total Current Restricted Fund	5,966,500	2,560,808	43%	5,966,500	193,313	2,573,056	43%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	11,519,140	3,401,641	30%	9,723,989	5,760	1,424,800	15%
Projects from State GOB Funds	4,955,549	4,950,000	0%	3,960,000	74,947	102,377	3%
Projects from State STB Funds	785,072	500,900	0%	596,058	126,646	542,405	0%
Projects from General Fund	0		0%	0	8,624	13,605	0%
Projects from Private Funds	0		0%	0			0%
Projects from State ER&R	332,720	57,849	17%	332,720	1,795	57,618	17%
Projects from State BR&R	597,281	193,361	32%	597,281	97,953	279,624	47%
Subtotal - Capital and BR&R	18,189,762	9,103,751	50%	15,210,048	315,725	2,420,429	16%
Debt Service							
Revenue Bonds	0		0%	0	0	0	0%
Total Plant Funds	18,189,762	9,103,751	50%	15,210,048	315,725	2,420,429	16%
GRAND TOTAL EXPENDITURES	50,349,210	21,331,665	42%	48,261,057	2,806,290	14,162,577	29%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
October 2017

33% of Year Completed

Fund	2016-17			2017-18			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,667,000	2,091,766	57%	3,812,000	32,175	2,128,197	56%
State Appropriations	5,982,400	2,069,495	35%	5,629,937	469,158	1,876,632	33%
Advalorem Taxes - Oil and Gas	7,235,000	2,064,551	29%	7,235,000	817,449	2,212,743	31%
Advalorem Taxes - Property	7,052,621		0%	7,700,000		0	0%
Interest Income	15,000	137	1%	10,000	171	749	7%
Other Revenues	347,984	345,674	99%	296,538	43,994	120,227	41%
Subtotal - Instruction & General	24,300,005	6,571,623	27%	24,683,475	1,362,947	6,338,548	26%
Research	0	0	0%	400,000		100,000	0%
Public Service	0	0	0%	0		0	0%
Internal Service Departments	39,170	6,417	16%	12,500	1,073	3,778	30%
Auxiliary Enterprises	2,586,000	1,425,549	55%	3,668,000	207,206	1,590,221	43%
Athletics	477,300	157,233	33%	448,100	38,342	150,408	34%
Total Current Unrestricted	27,402,475	8,160,822	30%	29,212,075	1,609,568	8,182,955	28%
CURRENT RESTRICTED FUND							
Grants	1,977,141	338,305	17%	1,977,141	107,235	351,871	18%
Student Aid	3,989,359	1,868,949	47%	3,989,359	0	1,995,098	50%
Total Current Restricted	5,966,500	2,207,254	37%	5,966,500	107,235	2,346,969	39%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,955,549		0%	3,960,000			0%
Projects from State STB Funds	785,072	0	0%	596,058	1,795	1,795	0%
Projects from General Fund	0	0	0%	0	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income (LGIP)	10,000	11,908	119%	25,000	7,486	21,710	0%
Total Plant Funds	5,750,621	11,908	0%	4,581,058	9,281	23,505	1%
GRAND TOTAL REVENUES	39,119,596	10,379,984	27%	39,759,633	1,726,084	10,553,429	27%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

October 2017

33% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2017-18 Original Budget	Variance Over (Under) Budget
Actual	July	\$41.11	7,043,447	\$3.16	25,188,223	817,449	465,000	352,449
Accrual	August					465,000	465,000	0
Accrual	September					465,000	465,000	0
Accrual	October					465,000	465,000	0
Accrual	November						465,000	(465,000)
Accrual	December						465,000	(465,000)
Accrual	January						465,000	(465,000)
Accrual	February						465,000	(465,000)
Accrual	March						465,000	(465,000)
Accrual	April						465,000	(465,000)
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						2,212,449	5,580,000	(3,367,551)
Y.T.D. Equipment Tax Revenue						294	1,655,000	(1,654,706)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>2,212,743</u>	<u>7,235,000</u>	<u>(5,022,257)</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

October 2017

33% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	8,593,127	7102-1348	0.147%	7,486
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>8,593,127</u>			<u>7,486</u>

Capital Project	10/31/2017
Vehicles	6,093.50
Campus Master Plan	60,000.00
Technology Upgrade	150,318.77
JASI	10,860.82
WHM South Gallery	266,594.43
Baseball Field	14,522.68
Rodeo Arena	8,973.19
Luminis Software	2,993.00
Landscaping	181,088.15
Campus Signage	247,419.87
Dorm/Apartment Refurbish	41,404.79
Campus Construction	162,095.23
Oil & Gas Training	145,937.32
Public Sector	9,227.00
Campus Security	91,269.89
Lumens Software-Distance Learning	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	652,169.10
Athletics	3,188.90
Student Life Programming	20,432.28
Warehouse/Cont Ed Remodel	384.00
Succession Plan	52,014.15
WHM Exhibits	81,912.11
Mansur Hall Upgrades	1,964.13
Driving Range Upgrades	200,000.00
Entertainment Technology	139,780.27
Cafeteria Upgrade	167,898.32
Channel 19 Upgrade	19,075.61
FERPA & Title IX	5,610.68
Equestrian Center	3,000,000.00
Bob Moran Upgrades	59,033.91
Turf Replacement	82,781.47
WHM Titanic Exhibit	3,734.85
HVAC Software-Central Plant	200,000.00
Busing Support for Recruiting	5,872.30
HED Faculty Development	17,914.40
Omni Update	7,500.00
Allied Health	5,781,829.91
Workforce Training Contingency	2,353.43
Total	11,909,522.46